

876010/17/06

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: COMMUNITY RELATIONS COORDINATOR (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to administer, coordinate, and perform community relations activities; to provide guidance and staff support for the Human Relations Commission; to assist in a variety of administrative tasks, analyses, and studies as assigned; and to do related work as required.

**REPORTS TO:** The Mayor or designee

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Mayor or designee. May exercise functional and technical supervision over administrative support staff and interns as assigned.

Incumbents assigned to the non-classified position shall be appointed "at-will" and exempt from the classified service and serve at the pleasure of the Mayor or designee.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Develop, implement, coordinate, and maintain programs and activities which focus upon various community problems (social and economic) and the improvement of inter-group relations within the City.
- Provide staff support for the Human Relations Commission and to activities which the commission oversees.
- Represent community relations with City departments and divisions, other governmental agencies, and with the private sector.
- Participate in the development of goals and programs for the Human Relations Commission.
- Respond to citizen complaints and requests for information pertaining to Community/Human Relations issues.
- Participate in the development and monitoring of the division budget.
- Coordinate special City programs for community participation and/or dissemination of community information to the public.
- May manage a variety of grants to community service agencies.
- Represent the City in the community and at professional meetings as required, explaining City policies and programs as required.
- Supervise, train, and evaluate subordinates, as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public administration.

- Individual and group dynamics including volunteers and community-based organizations.
- Community and multi-cultural structures, issues, and tensions.
- Research techniques, sources, and availability of information, and methods of report presentation.
- Applicable federal, state, and local laws, rules and regulations pertaining to local government operations.

**Ability to:**

- Analyze a variety of complex problems with emphasis on those related to community relations, political, and social processes, and community needs.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work effectively with diverse, multi-cultural, religious groups.
- Supervise, train, and evaluate subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration, sociology, political science, or a closely related field.

Experience: Three years of work experience in public administration that preferably includes responsibility for community relations and complaint processing; the development, administration and delivery of social oriented community based programs; and working with culturally and ethnically diverse groups.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Community Relations Coordinator

**TO:**